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June 6, 2003

To: Select County Superintendents of Schools, County Auditors, and County Treasurers

From: Janet Sterling, Director  
School Fiscal Services Division

Subject: Notice of the Third Apportionment for the Instructional Time and Staff Development Reform Program, Assembly Bill 3011 (Chapter 101, Statutes of 2002), Fiscal Year 2002-03

This apportionment, in the amount of \$820,302, has been made from funds provided by Section 1(a)(1)(A) of Assembly Bill 3011 (Chapter 101, Statutes of 2002). Pursuant to AB 3011 these funds shall be allocated and expended consistent with the provisions Item 6110-112-0001 of the 2001 Budget Act (Chapter 106, Statutes of 2001) and support the Instructional Time and Staff Development Reform program pursuant to *Education Code* sections 44579 through 44579.4.

The intent of this program is to enhance staff development opportunities and to increase the number of school days in a school year by providing funding to local educational agencies (LEAs) to conduct staff development activities on days that are in addition to a 180-day instructional school year. Training is in academic content and instructional methods in the core curricular areas that are provided by the LEA. Funding is calculated at \$293.41 per certificated employee attending staff development training on a noninstructional day for up to three days per certificated employee. LEAs may also receive \$152.14 per classified classroom instructional aide and certificated teaching assistant for one day per employee.

This apportionment represents 100 percent of the total funds claimed by each participating LEA on the fiscal year 2001-02 Final Statement of Activities, less any program funds previously paid.

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Warrants will be mailed to county treasurers specified on the attached schedule approximately four weeks after the date of this Notice. For standardized account code structure (SACS) coding, use Resource Code 0000, Staff Development Day Buyout Program, and Revenue Object Code 8590, All Other State Revenue. For non-SACS coding, use Income Account Code 8590, All Other State Revenue. County superintendents of schools are requested to inform LEAs immediately of this apportionment.

If you have fiscal questions regarding this apportionment, please contact Ross Valentine at (916) 327-4405 or by e-mail at [rvalenti@cde.ca.gov](mailto:rvalenti@cde.ca.gov), or Nancy Cook at (916) 324-4549 or by e-mail at [ncook@cde.ca.gov](mailto:ncook@cde.ca.gov). For program issues, please contact Rebecca Parker at (916) 323-5595 or by e-mail at [rparker@cde.ca.gov](mailto:rparker@cde.ca.gov).

JS:rv  
Enclosures